

GENERAL INFORMATION

NAT-01 (New 11/04)



Bureau of Naturopathic Medicine
P.O. Box 980490, West Sacramento, CA 95798-0490
Telephone: (916) 574-7991 TDD: 322-1700
Website: www.naturopathic.ca.gov

GENERAL INFORMATION

All applicants are advised that any or all information furnished to the Bureau is subject to investigation; further, that the application and all papers and documents pertinent thereto are the property of the State of California and will not be returned; further, that any false, dishonest or misleading statements in the application or the attachments are grounds for denial or subsequent revocation or suspension of the license for which application is being made.

Failure to provide any of the requested information may result in the application being rejected as incomplete. Please use the Checklist (Form ND-102) to help ensure your application is complete.

A. Review and Evaluation of Application and Documentation:

Your application is considered complete once all required forms, documentation, DOJ and FBI fingerprint clearances, and appropriate fees have been received and approved. You should be notified of the status of your application, including any deficiencies, generally within 60 days from the date your application is filed. However, please note that the Bureau is allowed up to 100 working days to inform you of the status of your application, pursuant to Section 4216, Division 40 of Title 16 of the California Code of Regulations. Therefore, we ask that you refrain from contacting the Bureau regarding the status of your application for at least 60 days after submission.

If the Bureau denies your application, you will be notified in writing the reason(s) for denial and your right to a hearing.

A temporary license is **not** available.

B. Change of Address:

It is your responsibility to notify the Bureau, in writing, of any address or name changes, giving both the old and new addresses.

C. Laws And Regulations:

To obtain a copy of the *Laws and Regulations*, please submit a written request to the Bureau (type or print clearly your name and address), or you may download the information from our website at www.naturopathic.ca.gov.

D. Duplication of Bureau Forms:

Applicants are granted permission to reproduce any form provided by the Bureau. However, only those forms having original signatures will be accepted as part of the application.

E. Notice Of Collection Of Personal Information:

The Bureau of Naturopathic Medicine of the Department of Consumer Affairs collects the personal information requested on this form as authorized by the Naturopathic Doctors Act, (commencing with Section 3610 of the Business and Professions Code); Sections 30, 144, and 480 of the Business and Professions Code; and Division 40 of Title 16 of California Code of Regulations (commencing with Section 4200). The Bureau uses this information principally to evaluate applications and to enforce licensing standards set by law and regulation.

Mandatory Submission. Submission of the requested information is mandatory. The Bureau cannot consider your application for licensure unless you provide all of the requested information.

Access to Personal Information. You may review the records containing your personal information that are maintained by the Bureau of Naturopathic Medicine as permitted by the Information Practices Act (Section 1798 of the Civil Code). See below for contact information.

Possible Disclosure of Personal Information. We make every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code Section 6250 and following), as allowed by the Information Practices Act (Civil Code Section 1798 and following);
- To another government agency as required by state or federal law; or
- In response to a court or administrative order, a subpoena, or a search warrant.

Contact Information. For questions about this notice or access to your records, you may contact the Bureau of Naturopathic Medicine at (916) 574-7991 or email us at naturopathic@dca.ca.gov. The Bureau Chief is the person responsible for maintaining these records. For questions about the Department of Consumer Affairs' privacy policy or the Information Practices Act, you may contact the Office of Privacy Protection in the Department of Consumer Affairs, 1625 North Market Blvd., Suite S-202, Sacramento, CA 95834, (866) 785-9663 or send an email to privacy@dca.ca.gov.